

President

**Directors** 

Charles L. Cesena

Vice President

Marshall E. Ochylski

July 31, 2023

**TO:** Finance Advisory Committee

**FROM:** Laura Durban, Administrative Services Manager

SUBJECT: Agenda Item 2 – 07/31/2023 FAC Meeting

Approve Prior Meeting Minutes

#### **DESCRIPTION**

Attached are the minutes of the Finance Advisory Committee (FAC) meetings held January 03, 2023, January 30, 2023, February 27, 2023, April 3, 2023, May 30, 2023 and June 26, 2023 for your review and approval.

#### STAFF RECOMMENDATION

Staff recommend that the Finance Advisory Committee adopt the following Motion:

Motion: I move that the Finance Advisory Committee approve the minutes of the FAC meetings held January 3, 2023, January 30, 2023, February 27, 2023, April 3, 2023, May 30, 2023 and June 26, 2023.

#### General Manager Ron Munds

Matthew D. Fourcroy Trov C. Gatchell

Christine M. Womack

District Accountant Robert Stilts, CPA

Unit Chief

John Owens

Battalion Chief Paul Provence Attachment

01/03/2023 DRAFT Finance Advisory Committee Minutes 01/30/2023 DRAFT Finance Advisory Committee Minutes 02/27/2023 DRAFT Finance Advisory Committee Minutes 04/03/2023 DRAFT Finance Advisory Committee Minutes 05/30/2023 DRAFT Finance Advisory Committee Minutes 06/26/2023 DRAFT Finance Advisory Committee Minutes

#### Mailing Address:

P.O. Box 6064 Los Osos, CA 93412

#### Offices:

2122 9<sup>th</sup> Street, Suite 110 Los Osos, CA 93402

**Phone:** 805/528-9370 **FAX:** 805/528-9377

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# Los Osos Community Services District DRAFT - Minutes of the Finance Advisory Committee Special Meeting January 3, 2023, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order	Chairperson Womack called the meeting to order at 5:31 p.m.	
Flag Salute Roll Call	Roll Call:	
Kuii Gaii	Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Rick LeVeque, Committee Member – Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Absent Christine Womack, Chairperson – Present	
	Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager	
2. Approve FAC Meeting	Chairperson Womack presented the minutes for approval.	Action: The Committee
Minutes of November 28, 2022	Public Comment – None	recommended that the Board approve the minutes of
	Committee Member LeVeque made a motion that the Committee approve the minutes of November 28, 2022. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.	November 28, 2022.
3. Review of Board item	General Manager Munds presented the District's Investment Policy.	Action: The Committee
Reaffirming the District's Investment Policy	The Committee discussed the Investment Policy.	recommended that the Board adopt Resolution 2023-01
	Public Comment – None	reaffirming the District's Investment
	Committee Member Gonzalez made a recommendation that the Board adopt Resolution 2023-01 reaffirming the District's Investment Policy. The motion was seconded by Committee Member LeVeque and passed with unanimous consent.	Policy.
4. Review of Board Item Regarding Approval of Warrant Register for December 2022	General Manager Munds presented the warrants.  The Committee discussed the Warrants.  Public Comment – None	Action: The Committee recommended that the Board approve the Warrant Register for December 2022.
	Committee Member LeVeque made a recommendation that the Board approve the Warrants of December 2022. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.	
5. Review of Board Item	General Manager Munds presented the financial reports.	Action: The Committee
Regarding Financial Reports for the period	The Committee discussed the Financials.	recommended that the Board receive and file
ending November 30, 2022	Public Comment – None	the Financials for the period ending
	Committee Member LeVeque made a recommendation that the Board receive and file the Financials of November 30, 2022. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.	November 30, 2022.
6. General Manager Update	General Manager Munds presented updates on the Bay Oaks Well, the 10 <sup>th</sup> Street Transfer Pump Project, the Incorporation Report, and the mid-year budget adjustments.	Action: None
	The Committee discussed the General Manager Report.	
	Public Comment – None	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Public Comments on Items NOT on this Agenda	Public Comment – None	
8. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday January 30, 2023, at 5:30 p.m. unless otherwise noted.	
9. Closing Comments by FAC Committee	Chairperson Womack wished everyone a Happy New Year.	
10. Adjournment	The meeting adjourned at 6:28 p.m.	,



# Los Osos Community Services District DRAFT - Minutes of the Finance Advisory Committee Meeting January 30, 2023, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order	Chairperson Womack called the meeting to order at 5:37 p.m.	I OLLOW OI
Flag Salute	Roll Call:	
Roll Call	Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Rick LeVeque, Committee Member – Absent Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Present Christine Womack, Chairperson – Present	
	Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager	
2. PRESENTATION Brown Act Training	Brown Act Training continued until next FAC meeting.	Action: None
3. Approve FAC Meeting Minutes of January 3, 2023	Public Comment - None  Committee Member Gonzalez made a motion that the Committee approve the minutes of November 28, 2022. There was no second, the minues will be continued to the next FAC Meeting	Action: Approval of the January 3, 2023 Minutes continued until next FAC meeting.
4. Review of Board item 2022/2023 Mid-Year Budget Adjustments	General Manager Munds presented the Mid-Year Budget Adjustments for Funds 100, 301, 500, and 800.  Vice-Chairperson Ochylski asked what fund pays for basin management.  General Manager Munds responded that basin management expenses are paid by the Drainage Fund.	Action: The Committee recommended that the Board approve the Mid-Year Adjustment requests as presented for Funds 100, 301, 500 and 800.
	Public Comment – None  Committee Member Gonzalez recommended to the Board that the Board approve the Mid-Year Adjustment requests as presented for Funds 100, 301, 500 and 800. The motion passed with unanimous consent.	
5. Review Funding Strategies for the Cabrillo Storm Water Basin Repairs	General Manager Munds presented a report on strategies to fund the Cabrillo Storm Water Basin repairs.  The Committee discussed inter-fund loan interest, FEMA funds, repayment plans, Zone A funds, and permanent basin repairs.  Public Comment – Richard Margetson inquired about drainage funding and loan scenarios with and without FEMA assistance.  Committee Member Gonzalez recommended to the Board that the Board Authorize the spending of the Fund 800 reserves for immediate expenses related to the temporary and permanent repair of the Cabrillo storm water basin. The motion passed with unanimous consent.	Action: The Committee recommended that the Board Authorize the spending of the Fund 800 reserves for immediate expenses related to the temporary and permanent repair of the Cabrillo storm water basin.
6. Review of Board Item Regarding Approval of Warrant Register for January 2023	General Manager Munds presented the Warrants.  Public Comment – None  Committee Member Gonzalez recommended to the Board that the Board approve the Warrant Register for the period January 2023. The motion was passed with unanimous consent.	Action: The Committee recommended that the Board approve the Warrant Register for January 2023.

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AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2022	General Manager Munds presented the Financial Reports.  Public Comment – None  Committee Member Gonzalez recommended to the Board, that the Board receive and file the Financials for the period ending December 31, 2022. The motion was passed with unanimous consent.	Action: The Committee recommended that the Board receive and file the Financials for the period ending December 31, 2022.
8. Review of Board Item Quarterly and Annual Financial Report	General Manager Munds presented the 2022 Annual Investment Report and the Quarter 4, 2022 Report.  Public Comment – None  Committee Member Gonzalez recommended to the Board that the Board receive and file the Quarterly Investment Report for the fourth quarter of 2022 and the Annual Investment Report for 2023. The motion was passed with unanimous consent.	Action: The Committee recommended that the Board receive and file the Quarterly Investment Report for the fourth quarter of 2022 and the Annual Investment Report for 2023.
9. General Manager Update	General Manager Munds presented updates on the Bay Oaks Well.  Public Comment – None	Action: None
10. Public Comments on Items NOT on this Agenda	Public Comment – None	
11. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, February 27, 2023, at 5:30 p.m. unless otherwise noted.	
12. Closing Comments by FAC Committee	Committee Member Gonzalez commented that she was pleased with how the basin repair funds were handled.  President Womack thanked Ron and Staff.	
13. Adjournment	The meeting adjourned at 6:29 p.m.	

# Los Osos Community Services District DRAFT - Minutes of the Finance Advisory Committee Meeting February 27, 2023, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order	Chairperson Womack called the meeting to order at 5:32 p.m.	
Flag Salute Roll Call	Roll Call:	
Roll Call	Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Rick LeVeque, Committee Member – Absent Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Present Christine Womack, Chairperson – Present Staff:	
	Ron Munds, General Manager Laura Durban, Administrative Services Manager	
2. PRESENTATION Brown Act Training	Brown Act Training continued until next FAC meeting.  Public Comment - None	Action: None
3. Approve FAC Meeting	The approval of the minutes will be continued until the next FAC meeting.	Action: None
Minutes of January 30, 2023	Public Comment - None	
4 Review of Board Item	General Manager Munds presented the Warrants.	Action: The Committee
Regarding Approval of Warrant Register for February 2023	The Committee discussed the Warrants.	recommended to the Board that the Board approve the Warrant
	Public Comment – None	Register for
	Committee Member Gonzalez recommended to the Board that the Board approve the Warrant Register for the period February 2023.	February 2023.
5. Review of Board Item Regarding Financial Reports for the Period	General Manager Munds presented the Financial Reports; commented on turning the basin repairs into a capital project.	Action: The Committee recommended to the Board that the Board
Ending January 31, 2023	The Committee discussed the Financials.  Committee Member Gonzales commented on Staff's quick reaction at the	receive and file the Financials for the period ending
	basin.	January 31, 2023.
	Public Comment – None	
	Vice Chairperson Ochylski commented being proactive avoided more damage.	
	Committee Member Gonzalez recommended to the Board, that the Board receive and file the Financials for the period ending January 31, 2023.	
6. Review of Board Item Regarding Funding Strategy for the Cabrillo Storm Water Basin Repairs	General Manager Munds discussed the funding strategy for Cabrillo Basin repairs, including the FAC/Public comments recommendation, FEMA funding, revised estimates for repair and attorney fees, total project cost, financial impact, and terms of the inter-fund loan.  The Committee discussed the inter-fund loan terms.	Action: The Committee recommended to the Board that the Board adopt Resolution No. 2023-15 approving an interfund loan to Fund
	Public Comment – None	800
	Committee Member Gonzales recommended to the Board that the Board adopt Resolution No. 2023-15 approving an interfund loan to Fund 800 for the emergency Cabrillo stormwater basin repairs.	

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AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. General Manager Update	General Manager Munds discussed updates on the Bay Oaks Well, 10th Street Transfer Pump Project, and Fire Station 15 Building Condition Assessment and commended Crew Leader Pall for his effort during the February 23-24 Rain Event.  Committee Member Gonzales inquired about the 16th Street Tank Project.  General Manager Munds responded the North Tank project has been postponed.  Vice Chairperson Ochylski commented that ESAC supports General Manager Munds approach regarding the fire station building condition assessment.  Public Comment – Lynette Tornatzky thanked everyone for the reports and the delay in the 16th Street Tank project.	Action: None
8. Public Comments on Items NOT on this Agenda	Public Comment – None	
9. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, April 3, 2023, at 5:30 p.m. unless otherwise noted.	
10. Closing Comments by FAC Committee	Committee Member Gonzalez thanked those who are helping the residents affected by the basin incident.  Chairperson Womack commented that everyone be careful driving in the rain.	
11. Adjournment	The meeting adjourned at 6:15 p.m.	

# Los Osos Community Services District DRAFT - Minutes of the Finance Advisory Committee Meeting April 3, 2023, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order	Chairperson Womack called the meeting to order at 5:30 p.m.	
Flag Salute Roll Call	Roll Call:	
	Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice Chairperson - Absent Christine Womack, Chairperson – Present	
	Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager	•
2. Approve FAC Meeting Minutes of January 3, 2023, January 30, 2023 and February 27, 2023	The approval of the minutes will be continued until the next FAC meeting.  Public Comment - None	Action: None
3. PRESENTATION by Wulff,	General Manager Munds discussed why the District is exploring other	Action: None
Hansen & Co. regarding District Investment Opportunities	investment options for bank accounts and introduced Steven Gortler.  Steven Gortler provided a 12-month history of US Treasury securities and the company's Treasury Investment Program.	
	Public Comment – Richard Margetson inquired if a higher rate could become available, why lock-in at 4.55% and how soon after a Treasury matures would the Board receive quarterly information.	
	Steven Gortler commented on the timing and process of providing quarterly portfolio results and reinvestment options.	
	The Committee discussed fees, banks, securities, money safety, reserves, guarantees, and liquidity.	
	Public Comment – Richard Margetson commented on Mechanics Bank, collateralized reserves, fees, and inquired if the District has made any contact with Mechanics Bank.	
4 Review of Board Item	General Manager Munds presented the Warrants.	Action: The Committee
Regarding Approval of Warrant Register for March 2023	Public Comment – None	recommended that the Board approve the Warrant Register for
	Committee Member Gonzalez recommended to the Board that the Board approve the Warrant Register for the period March 2023.	March 2023.
5. Review of Board Item Regarding Financial	General Manager Munds presented the Financial Reports.	Action: The Committee recommended that the
Reports for the Period Ending February 28, 2023	Committee Member Gonzales commented on Fund 301 Line Item 7330, tax revenues, CalFire adjustments, and the solid waste increase.	Board receive and file the Financials for the period ending
	General Manager Munds commented on line item 7330 miscellaneous purchases; solid waste increase; and an April meeting with Chief Provence to go over Schedule A charges.	February 28, 2023.
	Public Comment – Richard Margetson inquired about the issuance of CalFire adjustments.	
	Committee Member Gonzalez recommended to the Board, that the Board receive and file the Financials for the period ending February 28, 2023.	

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AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. General Manager Update	General Manager Munds discussed updates on the Bay Oaks Well Project; Water Resiliency Intertie Project; Fire Station 15 Building Condition Assessment; and FEMA reimbursement Updates.  Public Comment – None	<u>Action</u> : None
7. Public Comments on Items NOT on this Agenda	Public Comment – None	
8. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, May 1, 2023, at 5:30 p.m. unless otherwise noted.	>
9. Closing Comments by FAC Committee	Committee Member Gonzalez invited the community to a party honoring Caroline Hall, on May 19, 2023, at St. Benedict's.	
10. Adjournment	The meeting adjourned at 6:42 p.m.	



# Los Osos Community Services District DRAFT - Minutes of the Finance Advisory Committee Meeting May 30, 2023, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order	Chairperson Womack called the meeting to order at 5:30 p.m.	
Flag Salute Roll Call	Roll Call:	
	Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice Chairperson - Absent Christine Womack, Chairperson – Present	
	Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager	
2. Approve FAC Meeting	The approval of the minutes will be continued until the next FAC meeting.	Action: None
Minutes for January 3, 2023, January 30, 2023, February 27, 2023 and April 3, 2023	Public Comment - None	
3. PRESENTATION: Optum Investment Partners	General Manager Munds introduced David and Robert from Optimized Investment Partners.	Action: None
	David commented on Industry challenges, solutions, steps to OIP's success for Districts, initial portfolio analysis, fee estimates, case study comparison, typical yield curve and next steps.	
	General Manager Munds inquired about the contract's 30-day out clause.	
	Public Comment – Richard Margetson commented on the cash flow analysis being beneficial	
	The Committee discussed the presentation.	
4. Review of the Final Fiscal Year 2023-2024 Budget	General Manager Munds discussed each fund commenting on changes made from the Draft and provided commentary on the Zone A property tax allocation.	Action: The Committee recommended that the Board adopt the Fiscal Year 2023/2024 final
	Public Comment – Richard Margetson inquired about CalFire's contract, the district's water surplus, and reducing bills by lowering the Franchise Fee.	budget as presented.
	Committee Member Gonzalez recommended to the Board that the Board adopt the Fiscal Year 2023/2024 final budget as presented.	
5 Review of Board Item Regarding Approval of Warrant Register for	General Manager Munds presented the Warrants.  Public Comment – None	Action: The Committee recommended that the Board approve the
May 2023	Committee Member Gonzalez recommended to the Board that the Board approve the Warrant Register for the period May 2023.	Warrant Register for May 2023.
6. Review of Board Item Regarding Financial Reports for the Period	General Manager Munds presented the Financial Reports.  Public Comment – None	Action: The Committee recommended that the Board receive and file
Ending April 30, 2023	Committee Member Gonzalez recommended to the Board, that the Board receive and file the Financials for the period ending April 30, 2023.	the Financials for the period ending April 30, 2023.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. General Manager Update	General Manager Munds discussed updates on the Bay Oaks Well Project, Cabrillo Basin repairs are complete, FEMA reimbursement, and the Recycled Water Facility Planning Grant.	<u>Action</u> : None
	Public Comment – None	
8. Public Comments on Items NOT on this Agenda	Public Comment – None	
9. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, June 26, 2023, at 5:30 p.m. unless otherwise noted.	,
10. Closing Comments by FAC Committee	Committee Member Gonzalez commented that she wouldn't be available for the September and October meetings, and FAC members are needed.	
11. Adjournment	The meeting adjourned at 6:52 p.m.	



# Los Osos Community Services District DRAFT - Minutes of the Finance Advisory Committee Meeting June 26, 2023, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order	Chairperson Womack called the meeting to order at 5:30 p.m.	
Flag Salute Roll Call	Roll Call:	
Kon Gun	Sandra Cirilo, Committee Member – Absent	
	Lisa Gonzalez, Committee Member – Present	
	Alyce Thorp, Committee Member – Absent	
	Marshall Ochylski, Vice Chairperson - Absent Christine Womack, Chairperson – Present	
	Staff:	
	Ron Munds, General Manager Laura Durban, Administrative Services Manager	
2 American FAC Mosting		Antinu None
2. Approve FAC Meeting Minutes for January 3, 2023,	The approval of the minutes will be continued until the next FAC meeting.	Action: None
January 30, 2023,	Public Comment - None	
February 27, 2023,		
April 3, 2023 and May 30, 2023		
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3 Review of Board Item Regarding Approval of	General Manager Munds presented the Warrants.	Action: The Committee recommended that the
Warrant Register for	The Committee discussed the warrants.	Board approve the
June 2023	Dublic Comment. None	Warrant Register for
	Public Comment – None	June 2023.
	Committee Member Gonzalez recommended to the Board that the Board	
	approve the Warrant Register for the period June 2023.	
4. Review of Board Item	General Manager Munds presented the Financial Reports.	Action: The Committee
Regarding Financial	The Committee discussed the Financial Departs	recommended that the
Reports for the Period Ending May 31, 2023	The Committee discussed the Financial Reports.	Board receive and file the Financials for
	Public Comment - Richard Margetson inquired about Fund 500's	the period ending
	Infrastructure CIP 9006 spending for this year.	May 31, 2023.
	GM Munds discussed the efforts to anticipate and estimate fund	
	performance and carry over results.	
	Committee Member Gonzalez recommended to the Board, that the Board	
	receive and file the Financials for the period ending May 31, 2023.	
5. General Manager Update	General Manager Munds discussed projects at Bay Oaks Well and 16th	Action: None
5. Contrai manager opuate	Street North Tank, property tax rolls, and financial advisor updates.	<u>/ (0.1011)</u> (10110
	The Committee discussed the General Manager updates.	
	Public Comment – Richard Margetson commented on the history of the	
	special fire tax.	
	Gary Frieberg inquired about the Investment Strategy and its availability.	
6. Public Comments on	Public Comment – None	
Items NOT on this Agenda		
7. Schedule Next	The next meeting of the Financial Advisory Committee is scheduled for	
FAC Meeting	Monday, July 31, 2023, at 5:30 p.m. unless otherwise noted.	
8. Closing Comments by	Committee Member Gonzalez invited all to be a part of the FAC.	
FAC Committee	·	
	Chairperson Womack thanked all for their participation.	
9. Adjournment	The meeting adjourned at 6:11 p.m.	